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DDS 60-2731

SECRET

July 14, 1960

MEMORANDUM FOR: Deputy Director (Support)

ATTENTION: Special Assistant to the DD/S

SUBJECT: Management Staff Surveys in the DD/I Area

1. In accordance with the request of [redacted] of your office, I am forwarding surveys made in the DD/I Area during the past six fiscal years. 25X1

2. The enclosed surveys are only those on which records are presently available and in most cases do not include the complete working papers. It is the practice of the Management Analysis Staff (DD/I Area) to conduct its surveys, whenever possible, in collaboration with those closely associated with the subject of the surveys, making presentations and carrying out recommendations primarily on a verbal basis with a minimum of paperwork.

3. The Management Analysis Staff (DD/I Area) has furnished members for OCR Task Teams and in some cases written the report for the team. Some of such studies of OCR operations are Fiscal Policy, Circulation, Cataloging and Reports. (Copies of the reports could be requested from OCR if desired.)

[redacted] 25X1
Acting Chief, Management Staff

Attachments

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